

The Richmond Board of Education shall allow persons to have access to District records in accordance with state law and established procedures.

The District Administrator is designated as the legal custodian of records for the Richmond School District. The legal custodian shall safely keep and preserve records of the District and shall have full legal power to render decisions and carry out duties related to those public records. Building principal shall serve as the legal custodians of the education records of the students presently attending school in their building or program. The legal custodian(s) may deny access to District records only in accordance with legal requirements. The legal custodian is authorized to consult with the District's legal counsel in determining whether to deny access to a record in whole or part.

Assistance from Legal Counsel

When the legal custodian of records determines that it is necessary or prudent to do so, he/she is authorized to seek specific legal advice from and engage the assistance of District legal counsel. In the event that District legal counsel is contacted for representation in connection with a records request, the individual making such contact shall ensure that the Board President is immediately notified of the expected scope of such legal representation.

Public records may be inspected, copied/or excerpted during established District office hours. The legal custodian shall establish fees in accordance with state and federal law.

Legal References:

Wisconsin Statutes

[Sections 19.21 – 19.39](#) [Public Records Law and related statutes]

[Section 120.13\(28\)](#) [board authority to designate legal custodians]

Federal Laws

[34 C.F.R. §300.623](#) [confidentiality safeguards regarding IDEA-related records]

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